

Governance Committee Handout
Conducting a Meeting / Roles & Responsibilities
Fall 2019

I. Prior to the first meeting, a previous member of the committee will be notified to:

- Make sure the room location is confirmed
- Send an email to the participants that welcomes them to the group and states the date, time, and location of the first meeting.

II. Conducting the first meeting

- The person who initiates the first meeting will:
 - Open the meeting with a *Welcome & Introductions*. An *Introductory Ice Breaker Exercise* can also be included so the group gets to know each other a bit.
 - Provide an *Overview* that includes a discussion about the *Purpose/Charge & Goals/Outcome*. This will provide the group with a clear understanding of its role, the direction its heading in, and where it plans to end up at the close of the academic year.
 - Establish some *Meeting Agreements* with the members that outline how the group will operate and, respectfully, interact with each other (e.g., Don't interrupt or speak over someone else, Ask questions to clarify understanding, Avoid side conversations, Everyone's voice needs to be heard, Keep an open mind, Meetings will start and end at the stated time, and Only use screens for note taking or to find requested information - not to check emails or other forms of work, etc.)
- Lead the election process to elect leadership roles:
 - *Committee Chair* (unless the committee is a University-Wide Advisory committee where the chair has already been appointed, any member of the committee is eligible to be Chair)
 - *Recording Secretary* to capture the summary notes and share them with the group prior to each meeting.
 - *Logistics Person* who will be responsible for scheduling meetings, reserving meeting rooms, making agendas and minutes available to all members prior to the meeting, posting agendas and minutes, and assisting with any additional logistical matters.
 - Please notify Katie Riel and Kate Russell of election results, so that leadership roles for each committee can be shared with the community.

III. Roles and Responsibilities – Chair & Members

A. Chair

- To provide leadership to the group in planning, facilitating, and serving as a liaison.

- Make sure each meeting is planned for, including:
 - Drafting the agenda
 - Reviewing and approving the meeting minutes
- Facilitate the flow of meetings and ensure all members have the opportunity to participate and share in discussion.
- Start and end meetings on schedule.
- Be a good listener.
- Share your thoughts, ideas, and perspectives in a respectful manner.
- Respect others thoughts, ideas, and perspectives.
- Serve as the liaison to the MassArt leadership.
- Be mindful of the agreed upon *Meeting Agreements*.

B. All Members

- Prepare for each meeting by reading any assigned materials.
- Arrive on time
- Notify the Chair if you are unable to attend a meeting.
- Listen, respectfully, to the opinions, viewpoints, and ideas of others.
- Participate in the discussions and share your thoughts, ideas, and perspectives in a respectful manner. Everyone's voice is welcomed.
- Be mindful of the agreed upon *Meeting Agreements*.
- The [Governance Calendar](#) (alternating Wednesdays) provides a regular period when classes are not scheduled and during which members of our community may participate in governance meetings. Please hold these times on your calendars for governance meetings. If your committee chooses to meet on a non-governance Wednesday, it **MUST** be at a time agreed upon by all members of the committee.

C. Reporting Procedures

- Whenever any matter is submitted by a member of the community for consideration by AUC, such matter will be referred by AUC to the appropriate Standing or Ad Hoc Committee. The committee shall respond to AUC with it's recommendation or report (see next bullet for additional details). AUC, by majority vote, may forward these recommendations to the President for approval as it deems appropriate. Whenever a recommendation of AUC shall be contrary to the recommendation of a standing or ad hoc committee, AUC shall make every effort to resolve the conflicts and differences. If a resolution cannot be found, AUC shall forward its own recommendation to the President, along with a copy of the recommendation from the committee.
- All Standing Committees (excluding the Graduate Education Council), Ad Hoc, and Special Committees shall submit any final report and/or recommendation to AUC, as well as to the President, MSCA Chapter President, and SGA President.
- No later than May 15th, each Standing Committee (Academic Policy Committee, Curriculum Committee, Student Affairs Committee) shall submit to the AUC and to the President an end of year report of its activities. All other committees shall submit an end of year report to the President.